

CONTRACT MEMORANDUM OF TRANSMITTAL (ADVERTISED PROCUREMENT)			DATE
THRU:	TO:	FROM:	
Request review and approval of the contractual document cited below based on papers inclosed and information furnished herewith.			
1. BUYER (Name and City Telephone No. and Extension)		2. CONTRACTING OFFICER (Name and City Telephone No. and Extension)	
3. CONTRACT NO.	4. AMOUNT OF CONTRACT	5. BID EXPIRATION DATE	
6. NAME AND ADDRESS OF CONTRACTOR (Include Division Reference)		7. DATE CONTRACT TO BECOME EFFECTIVE	
		8. <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> LARGE BUSINESS	
9. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES			
10. INDICATE PREVIOUS PRICES PAID FOR SAME OR SUBSTANTIALLY SAME ITEMS, DATE PROCURED, QUANTITY PROCURED AND CONTRACT NUMBER, AND THE REASONS FOR CHANGE IN PRICE			
11. SUFFICIENT FUNDS <input type="checkbox"/> AVAILABLE FOR OBLIGATION <input type="checkbox"/> ARE NOT AVAILABLE <input type="checkbox"/> WILL BE FUNDED AT TIME OF CALL OR DELIVERY ORDER.			
12. THE ITEMS ON THE CONTRACT FILE CHECKLIST (see reverse side hereof) THAT ARE PERTINENT TO THIS PROCUREMENT ARE SUBMITTED HEREWITH.			
13. OTHER PERTINENT INFORMATION (Attach hereto as Exhibit "A" a brief statement of the unusual and/or pertinent aspects of this procurement.) SEE REVERSE SIDE FOR EXAMPLE OF PERTINENT INFORMATION.			
TYPED NAME AND TITLE		SIGNATURE	
FOR USE BY SUBCOMMANDS			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMENDED <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
REMARKS			
DATE	TYPED NAME AND TITLE	SIGNATURE	
FOR USE BY MAJOR COMMAND			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMENDED <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
REMARKS			
DATE	TYPED NAME AND TITLE	SIGNATURE	